1.0 INTRODUCTION

This chapter presents background information about the Public Buildings Service (PBS) Inventory Reporting Information System (IRIS). It includes the purpose of this manual, a description of IRIS support options, and instructions for accessing IRIS.

1.1 PURPOSE OF THE MANUAL

This manual introduces new users to IRIS, provides detailed instructions to assist new users of IRIS, and serves as a reference for users needing answers to specific IRIS questions. It is designed to provide users with the following types of information:

- A general overview of IRIS concepts and the purpose and function of each IRIS component
- Step-by-step instructions for accessing, navigating within, and exiting IRIS
- Instructions on using the IRIS on-line help system
- Functional descriptions of each screen, special processing operations, and field characteristics
- A quick reference showing each data entry screen and some report/inquiry screens, with brief descriptions of the function of the major buttons and fields, to assist users in the operation of IRIS.

1.2 THE IRIS CLIENT-SERVER SYSTEM

IRIS is a client-server application. This means that while you work at your workstation, the main IRIS database is kept on a central computer, called the server. No data is actually stored at your workstation. Neither are you connected directly to a database on a mainframe at a distant location, with your terminal (and everybody else's) simultaneously working over a phone line. The client-server model lets everyone share data without the performance penalties or the tremendous amount of resources that come with a mainframe database.

Why is this important? Because you need to transmit your new work items, projects, surveys, conditions, and workplaces to the server. Otherwise they will not become part of the permanent IRIS database, available to all IRIS users.

When you add a work item, project, survey, condition, or workplace, you start by clicking the **Add** button. This lets you fill in identifying information on the new item. So far, only you can see the new item.

The **Add** button changes to **Transmit**. When you are finished creating the new item, you MUST click **Transmit** to send the information to the permanent IRIS database on the central computer. This makes your new item available to all IRIS users.

So what about the **Update** button? It's for changes to an existing work item, project, survey, condition, or workplace.

You use **Update** when you are ready for every IRIS user to see your changes. **Update** does the same job as **Transmit**, except when you are adding something new. If you click **Update** on a new item, nothing happens. There's no existing information on the central computer to be changed.

In technical terms:

- **Add** opens a new record locally at your workstation.

- **Transmit** sends the new record to the server database.
- **Update** changes an existing record on the server database, replacing it with a new copy.

1.3 IRIS ON-LINE HELP

IRIS is supplied with on-line help. You can get help covering the screen you are working with, help on a particular button or field, or general help with IRIS and IRIS concepts. You can search for help on a given topic. The on-line help also includes step-by-step instructions for carrying out IRIS tasks.

To view help for the current screen, press **F1**. To access on-line help, pull down the **Help** menu that appears on all IRIS screens.

Exhibit 1-1, IRIS Help Contents, displays the Contents window of the IRIS Help System. To view the IRIS Help Contents and select a topic:

- Pull down the **Help** menu and select **IRIS Help Topics**.
- Click the **Contents** tab if Contents is not on top.
- Click a book icon to open it, then click the topic of interest. The contents works like a multi-level outline, where you can click books to expose the topics within, and click the book again to hide the details.

Topics listed in the IRIS Help Contents include general IRIS concepts, descriptions of the information and actions tracked and recorded in IRIS, tips and hints for using IRIS, the function of each IRIS screen, and help for each IRIS data entry screen, report, and inquiry.

EXHIBIT 1-1
IRIS Help Contents

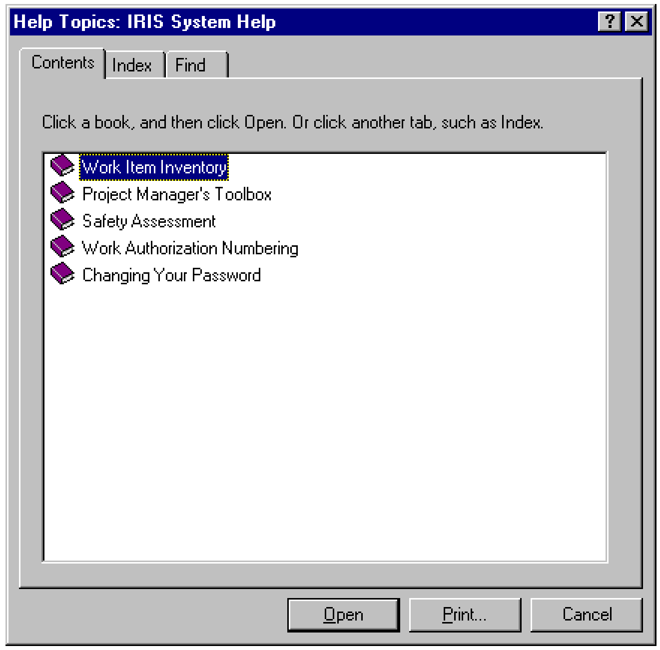


Exhibit 1-2, IRIS Help Index, displays the list of IRIS Help topics. To search for help on a given topic:

- Pull down the **Help** menu and select **Search for Help On...**
- Either scroll to the topic of interest or type the words you want to search for.
- When the topic of interest appears, click **Display**.
- If more than one topic is listed when you click **Display**, select the one you want and click **Display** again.

This Help Topic Index includes many different ways to refer to the same information, so that you can find the information you need no matter how you phrase your question.

EXHIBIT 1-2
IRIS Help Index

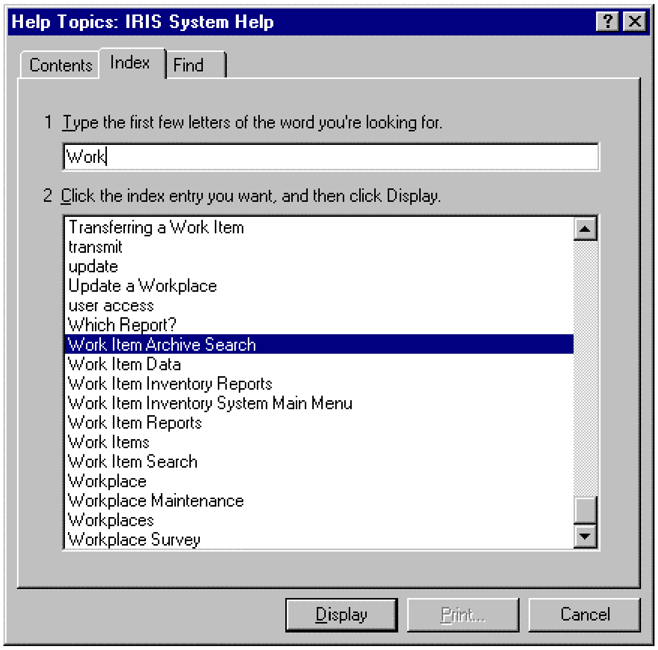
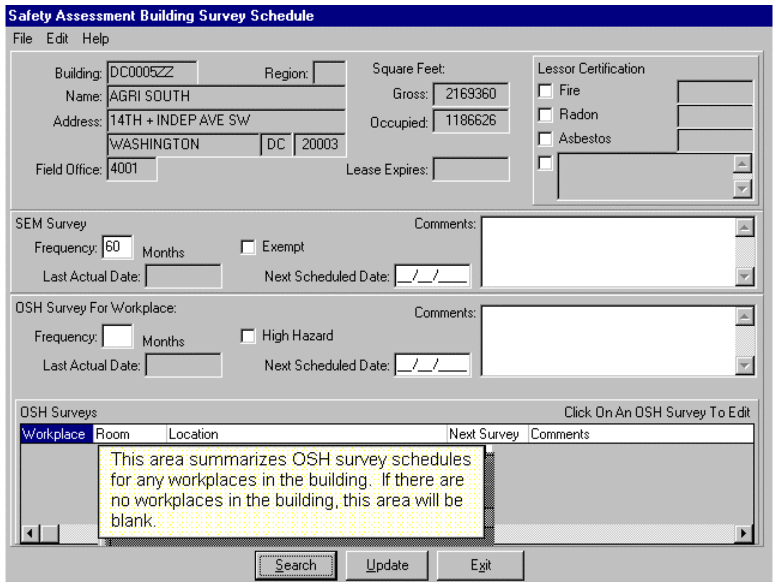


Exhibit 1-3, IRIS What's This Help, displays a sample of the immediate explanation feature of IRIS Help. For immediate help with something you can see on the screen or a description of any button or field:

- Pull down the **Help** menu and select **What's This?**

- The cursor will become a question mark (**?**).
- Click on any button or field. A brief description of the element will appear.
- To get help on another element, repeat the steps above.

EXHIBIT 1-3
IRIS What's This Help



With immediate explanations, step-by-step explanations of how to accomplish IRIS tasks, full descriptions of each screen and the options available there, and complete coverage of IRIS concepts, you can find assistance with nearly all difficulties in using IRIS.

1.4 IRIS TOLL-FREE TECHNICAL SUPPORT

The IRIS/PMT Help Desk is available by telephone from 7 a.m. Eastern Time through 7 p.m. Eastern Time. The number is 1-888-IRISPMT (1-888- 474-7768).

Call the Help Desk for assistance in using IRIS/PMT, or to report problems or bugs in IRIS or PMT. The Help Desk collects and passes on suggestions for enhancements or corrections to IRIS and PMT functionality.

If the problem appears to affect all applications on your workstation, it is probably a local problem rather than a problem with the IRIS or PMT application itself. In that case, use whatever problem resolution service is standard for your region or field office.

If the problem affects all of IRIS and/or PMT (such as all data missing or the system being slow), it may be a local problem with the IRIS hardware or software or configuration. You may want to check with your local systems staff in case the problem is local.

Problems will be logged as critical (preventing you from doing your work) or non-critical. If Help Desk staff cannot resolve your problem immediately, a developer or other appropriate person will contact you within eight hours.

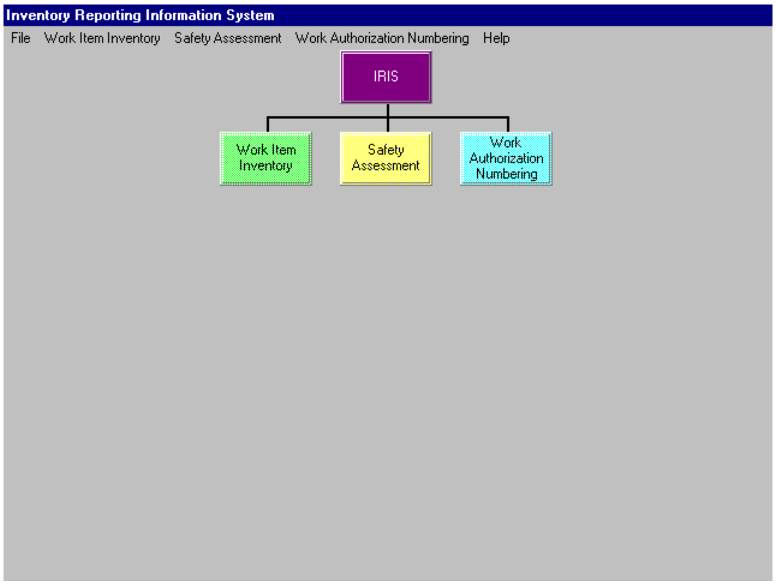
1.5 ACCESSING IRIS

Users must be authorized for IRIS and for each IRIS component they plan to access. An authorized user will be assigned a user name and password for the server on which IRIS resides.

To access IRIS, users must enter Windows 95 or Windows NT on the PC. These procedures are different in each environment. From Windows, perform the following procedures to start IRIS:

- Double click on the IRIS icon.
- Enter your assigned IRIS user name and password.
- The IRIS Main menu will be displayed as shown in Exhibit 1-4.

EXHIBIT 1-4
IRIS Main Menu

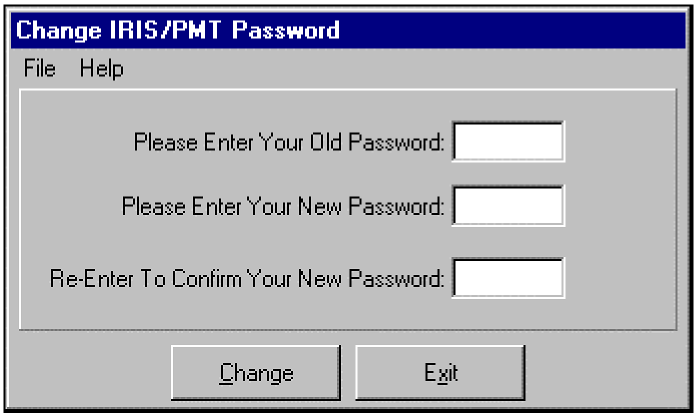


To exit IRIS, pull down the **File** menu and select **Exit**. Users will be returned to Windows.

1.6 CHANGING IRIS/PMT PASSWORD

Users may change the password they use to access the IRIS and PMT applications. To do so, go to the IRIS Main menu, pull down the **File** menu, and select **Change IRIS/PMT Password**. The Change Password screen will appear, as shown in Exhibit 1-5.

EXHIBIT 1-5
Change IRIS/PMT Password



Keep in mind that IRIS and PMT share a single password. When you change your password here, it changes for both applications.

To change the password, you must know the current password. If you have forgotten your password, contact the system administrator. Follow these steps:

- Type the current password in the **Old Password** box.

- Select a new password, and type it in the **New Password** box.

- Confirm the new password by typing it again in the **Re-Enter to Confirm Password** box.

- Click **Change Password** to record the change.

- Click **Exit**.

To exit without changing the password, click **Exit** without clicking **Change Password**.

2.0 SAFETY ASSESSMENT SYSTEM

The Safety Assessment System exists to track the safety status of the buildings under the purview of PBS. Each building contains one or more workplaces, defined as separate areas in which government workers carry out their tasks. The safety status of each building is assessed through two types of surveys: Safety and Environmental Management (S&EM) and Occupational Safety and Health (OSH). S&EM surveys cover the entire building at 5-year intervals; OSH surveys are done separately on each GSA workplace yearly or every six months, depending on the high hazard status of the workplace. These surveys are scheduled automatically based on the date of the previous survey, although ad hoc surveys can also be carried out.

Two additional types of surveys are carried out occasionally: Pre-leased (PRE) and Pre-Occupancy (PRO) inspections take place before an agency leases or occupies space. The Safety Assessment System can also record miscellaneous building surveys.

Conditions are the result of an accomplished survey. The conditions are classified into types and given a rating that reflects the likelihood of the hazard occurring and the severity of the results of the hazard. A building's safety status is computed based on the number and rating of the uncorrected conditions.

A condition may have an abatement plan that describes how the condition will be corrected. Abatement plans are submitted for approval and may require revision. The abatement plan and its revisions are attached to the condition.

2.1 WHAT THE SAFETY ASSESSMENT SYSTEM RECORDS

Most of the building information displayed in the Safety Assessment System is provided from other PBS systems. Basic building information such as name, address, and lease status is viewable in the Safety Assessment System but cannot be changed. Some safety-related information that is assessed through surveys, such as fire safety status, is recorded in the Safety Assessment System and thus changeable in the Safety Assessment System.

Information on surveys is entered through the Safety Assessment System. The survey date and type, the workplace covered by an OSH survey, and safety-related information on the building as a whole discovered through the survey, are all kept in the Safety Assessment System.

Finally, conditions discovered during a survey are entered through the Safety Assessment System. The nature of the condition as well as an abatement plan are entered. Condition and abatement plan status is recorded in the Safety Assessment System, including the date the abatement plan is approved and the date the condition is corrected.

Some conditions become work items, while others are found to correspond to already existing work items and others are abated without becoming work items. Summary information about the work item corresponding to a condition is displayed with the condition; the information is tracked and updated in the Work Item System.

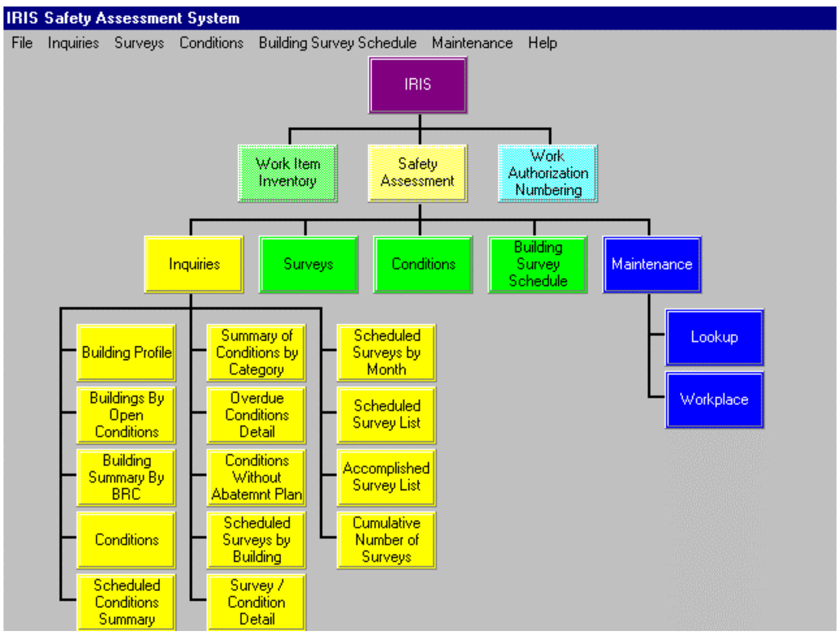
The Safety Assessment System includes a wide variety of inquiries about buildings, building safety status, surveys, and conditions. The inquiries assist managers and others by providing quick, customized summary information.

2.2 ACCESSING THE SAFETY ASSESSMENT SYSTEM

Users must be authorized for IRIS and the Safety Assessment System. An authorized user will be assigned a user name and password for the server on which IRIS resides. To access the Safety Assessment System, users must first access IRIS, as described in Section 1.4, Accessing IRIS.

To access the Safety Assessment System menu, click on the **Safety Assessment** button. The IRIS menu will expand to include the Safety Assessment System menu, as shown in Exhibit 2-1.

EXHIBIT 2-1
Safety Assessment System Main Menu



To move to another IRIS module, return to the Safety Assessment System menu, click the button for the module you want (**Work Items**, **Work Authorization Numbering**, or **Security**). Note that some users may not have access to all modules.

3.0 SAFETY ASSESSMENT SYSTEM DATA ENTRY

This chapter summarizes the Safety Assessment System options for entering data on buildings, surveys, conditions and workplaces. The options explained in this chapter are:

- Survey Information
- Condition Information
- Building Survey Schedule
- Workplace Maintenance.

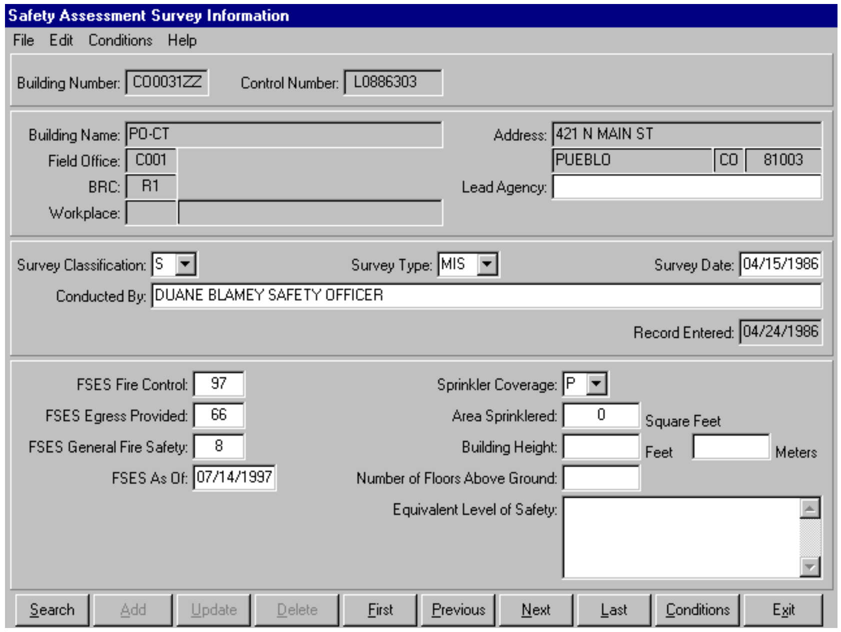
3.1 SURVEY INFORMATION

The Survey Information screen contains information about surveys and about building-level safety information, as shown in Exhibit 3-1, Survey Information Screen. To enter the Survey Information screen, click the **Surveys** button on the Safety Assessment System menu.

The following tasks can be accomplished from this screen:

- View existing surveys on a building and update survey information.
- Record a new survey on a building.
- Record building-level safety information as ascertained in the survey.
- Access conditions associated with a survey.
- Delete a survey record.

EXHIBIT 3-1
Survey Information Screen



To view a survey already recorded in IRIS, click **Search** and select the building and survey (if desired). For more information on searching for a building, see Section 5.5, Searching for a Building. To enter a new survey, click **Add** and follow the directions in Section 3.1.3. To view any conditions recorded for this survey, click **Conditions** and follow the directions in Section 3.1.4.

3.1.1 <u>The Survey Information Screen</u>

The Survey Information screen is divided into five sections. The **top section** displays the building number and the control number for the survey. The **second section** displays full building identification information. The only information that can be changed here is the Lead Agency.

The **third section** displays information about the survey. This information must be entered by the user. The data includes:

- Survey classification (ad hoc or scheduled)
- Survey type (S&EM, OSH, Preleased, Pre-occupancy, or Miscellaneous)
- Survey date
- Who carried out the inspection
- The date on which the survey information was originally entered.

All information in this section can be updated after original entry, except the survey type and the date on which the survey was originally entered. Be cautious in changing the date of a survey, as this action will change the date of the next scheduled survey.

The **fourth section** includes building safety status information that can be derived from a survey. You can change any of this information, except the date the Fire Safety Evaluation System (FSES) information was entered. The safety information recorded here should reflect the most current building status available. The data includes:

- FSES fire control, means of egress, and general fire safety ratings
- Sprinkler coverage

- Building height and number of floors

- Equivalent level of safety.

This information also appears on the Building Profile screen, as well as in reports and on every survey for the building. All these screens always display the most recently entered safety data. So be cautious in updating this information, as it applies to the building rather than being a record of the results of an individual survey.

The **fifth section** of the screen includes buttons for:

- Searching for a building whose surveys you want to view
- Navigating among the surveys for the building
- Adding a survey
- Updating the survey data you have entered
- Deleting the survey you are viewing
- Viewing conditions for the survey
- Exiting to the Safety Information System menu.

3.1.2 Viewing and Updating an Existing Survey

You can either view all surveys for a single building, or a single survey. To view an existing survey, click **Select** and select the building following the instructions in Section 5.5. Note that when you are selecting a survey to view, only buildings with surveys are included in the building pick list. You can select an individual survey by selecting the control number after you have specified a building, or view all surveys for the building by leaving the control number blank.

Use the navigation buttons (**First**, **Next**, **Prev**, and **Last**) to find the survey of interest. Update the information, then click **Update** to record your changes permanently.

To **cancel your changes**, click **Exit** and click **No** when given the option to update the survey.

3.1.3 Adding a New Survey

To add a survey, click **Add**, then select the building (and workplace, for an OSH survey) following the instructions in Section 5.5. The new survey record will appear, with building identification information and the new control number. You can cancel the addition by clicking **Cancel**. When you have finished filling in the survey information, click **Transmit** to record your new survey permanently.

> **NOTE: If you want to add conditions to your new survey**, click **Conditions**, then click OK. The Conditions screen will be displayed. To add the first condition, click **Add**. To cancel and return to the Survey screen, click **Exit**.

3.1.4 Additional Options in the Survey Information Screen

Several additional options are available in the Survey Information screen. Users can access conditions associated with a survey, delete a survey record, and exit to the Safety Assessment System Menu.

To access conditions associated with a survey, make sure the relevant survey is displayed, then click **Conditions**. The Condition Information screen will open. If conditions exist for a survey, the first one will be displayed in the Condition Information screen. If no conditions exist, you will be given the chance to add the first condition. For more information on the Condition Information screen, see Section 3.2.

To delete a survey, click **Delete** and confirm your deletion. Use caution in deleting surveys, as all information on the associated conditions is deleted when a survey is deleted.

To exit the Survey Information screen, click **Exit**.

3.2 CONDITION INFORMATION

The Condition Information screen contains information about the conditions discovered in building surveys, as shown in Exhibit 3-2, Condition Information Screen. To enter the Condition Information screen, click the **Conditions** button on the Safety Assessment System menu. You can also access the screen to view conditions for a survey by clicking the **Conditions** button on the Survey Information screen.

- View existing conditions defined for a survey, and update their information.
- Establish or revise an abatement plan for a condition.
- Record when a condition is corrected.
- Add a new condition for a survey.
- Delete a condition.
- Submit a condition as a Work Item.

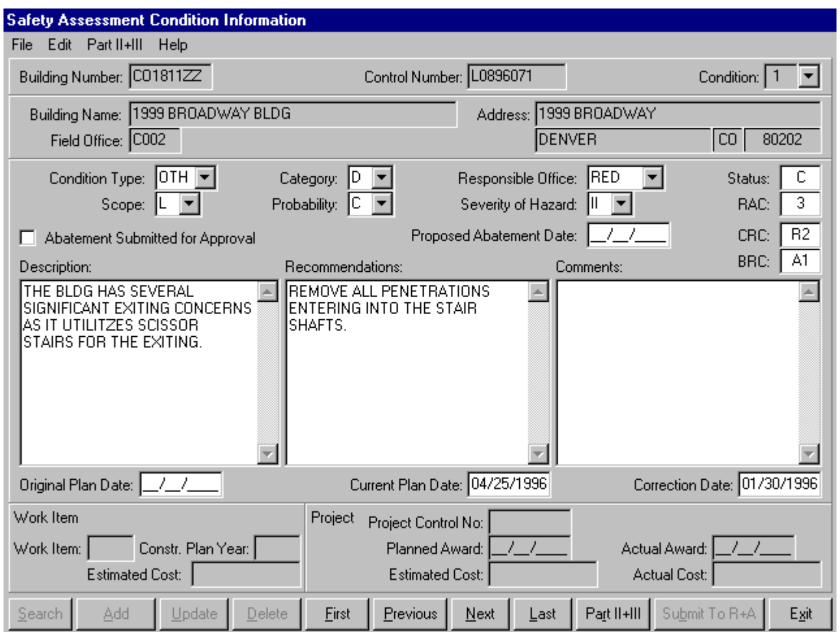
To view or update information on a condition, select the building and the survey for the condition, then navigate to the condition of interest. Click **Search** to select the building and survey (following the directions in Section 5.5, Searching for a Building), and use the navigation buttons to move to the condition. If there are no conditions for the survey you select, you will be prompted to add the first condition.

To establish or update an abatement plan, navigate to the condition and click the **Parts II+III** button. This will open the abatement plan forms associated with the condition.

To add a new condition, first select the building and survey for the condition, then click **Add**. **To cancel the new condition** before storing it permanently in IRIS, click **Cancel**.

To exit the Condition Information screen, click **Exit**.

EXHIBIT 3-2
Condition Information Screen



3.2.1 The Condition Information Screen

The Condition Information screen is divided into five sections. The **top section** displays the building number, the survey control number, and the condition number. Use the pulldown arrow on the condition field to navigate to other conditions for this survey. You can't move to conditions for another survey on this building that way.

The **second section** displays identifying information on the building. No data in this section can be entered by the user.

The **third section** displays information about the condition. You must enter most of this information, though several items of data are calculated based on the data you enter. Information you supply includes:

- Condition type (the type of action that will be taken)
- Condition category (area affected, such as electrical or water)
- Condition scope (buildingwide or local)
- Office responsible for abating the condition
- Probability that the condition will become hazardous
- Severity of the potential hazard
- Narrative description of the condition
- Brief recommendations for abatement of the condition
- Comments

- Date on which it is proposed that the hazard will be abated
- Original and current planned correction dates
- Date the condition is corrected.

All information in this section can be updated by the user after original entry. The proposed abatement date and the current plan dates are linked to the Abatement Plan (Parts II+III) screen. If the dates are altered as part of the abatement plan, the dates shown on the main Condition screen are also changed.

Condition data that is computed and cannot be updated by the user includes:

- Condition status (open or closed)
- Risk Assessment Code (RAC) and Condition Risk Category (CRC) for the condition
- Building Risk Code (BRC) for the building, showing the highest CRC for that building
- Indicator showing whether an abatement plan has been submitted for the condition.

The **fourth section** contains information about the work item and project associated with this condition, if any. If the condition is submitted and accepted as a work item, the work item number, estimated cost, and summary information on the project that work item is part of are displayed here. This information is stored and updated in the Work Item system component of IRIS.

The **fifth section** includes buttons for:

- Searching for the building and survey whose conditions you want to view
- Navigating among the conditions for the building or survey selected
- Adding a condition
- Updating the condition data you have entered
- Deleting the condition you are viewing
- Viewing and updating the abatement plan for the condition
- Submitting the condition as a potential work item
- Exiting the screen.

3.2.2 Viewing and Updating Condition Information

Conditions are uncovered as part of a survey on a building. Thus, conditions are identified with the survey they belong to, just as surveys are identified with the building surveyed. To find a condition, first locate the survey.

- Click **Search** and follow the directions in Section 5.5, Searching for a Building, to select the building of interest. *Note that only buildings with existing surveys will be available to select.* If you want to view conditions from a particular survey, specify the survey control number as well.
- Use the navigation buttons (**First**, **Next**, **Previous**, and **Last**) to move to the condition of interest. You can also use

the **Condition Number** pulldown in the top section of the screen to move to a different condition for the same survey.

- If there are no conditions for the survey you selected, you will be prompted to add the first condition.

Information for each condition is described in the next section.

3.2.3 Condition Information Fields

This section describes the information that can be entered for each condition. The first three items give information on the type and category of the condition and what office is responsible for correcting it. Each of them can be filled using a pick list. Click on the arrow to the right of the field, scroll to the proper choice, and click on that choice.

- **Condition Type:** This field designates the type of action to be taken on the condition. The choices are: **REL** (Relocation), **CON** (Construction), **OTH** (Other), **NAC** (No Action), and **UNA** (Unassigned).

- **Category:** This field designates the general area affected by the condition. The choices are: A (Electrical), B (Elevators), C (Fire Alarms), D (Means of Egress), E (Sprinklers), F (Suppression System), G (Structural), H (Asbestos), I (Drinking Water), J (Site Assessment), K (Hazard Materials Management), L (Hazard Waste Management), M (Indoor Air Quality), N (PCBs), O (Lead [excluding lead in drinking water]), P (Radiological), Q (Underground Storage Tanks), R (General Building Safety), X (Miscellaneous), Y (OSH Investigation), and Z (Maintenance/ Routine).

- **Responsible Office:** This field designates the office responsible for correcting the condition. The choices are: AGY (Occupant/Delegated Agency), BM (Building Manager), CO (Central Office), D&C (Property Development), FPS (Federal Protection and Safety), R&A (Repair and Alteration Division), RED (Real Estate Division), and OTH (Other).

The second set of fields give information on the severity and scope of the hazard represented by the condition. This information is used to determine the RAC and CRC of the condition. Each field can be filled using a pick list. Click on the arrow to the right of the field, scroll to the proper choice, and click on that choice.

- **Probability:** This field represents the likelihood that the condition will become hazardous. Choices are: A (Imminent), B (Probable), C (Possible), and D (Remote).

- **Scope:** This field designates the area affected by the condition. Choices are: B (Buildingwide), and L (Localized).

- **Severity of Hazard:** This field indicates the severity of the potential hazard. Choices are: I (Major), II (Substantial), III (Minor), and IV (Negligible).

The third set of fields consists of information that is determined automatically, based on other information supplied by the user. You cannot alter any of these fields directly.

- **Status:** This field designates the status of the condition. All conditions start as O (Open). When a correction date is added either in this screen or the associated Parts II and III screen, the status is automatically changed to C (Closed). The status is automatically changed to N (No Action) when condition type "NAC" is selected.

- **RAC:** This field records the Risk Assessment Code (RAC) for the condition. It is based on the severity of the potential hazard and the probability that the condition will become hazardous. The RAC is calculated once the Severity of Condition and Probability fields are filled. Consult Appendix A, RAC/CRC/BRC Determinations, to see how the RAC is determined.

- **CRC:** This field records the Condition Risk Category (CRC) for the condition. It is determined from the RAC and the Scope. Consult Appendix A, RAC/CRC/ BRC Determinations, to see how the CRC is determined.

- **BRC:** This field records the highest CRC for any condition in a building. It is filled in automatically. The BRC may or may not be derived from a condition on the current survey.

The fourth set of fields contains narrative information regarding the condition. You may record a description of the condition, recommendations for abating the condition, and comments. To update any of these fields, move the cursor to the field and type the new information.

The fifth set of fields records dates and status information about the abatement and correction of the condition. You may update most of this information manually, but it is also updated automatically when related information changes in the Abatement Plan (Parts II + III) screen.

- **Abatement Submitted for Approval:** This field indicates whether an abatement plan has been submitted for approval. It is checked automatically when Part II or Part III information on the Abatement Plan (Parts II + III) screen is filled in.

- **Proposed Abatement Date:** This field indicates the proposed date when the condition will be corrected. It may be filled in manually, but is generally filled in to correspond with the date supplied as part of Part II or Part III information.

- **Original Plan Date:** This field indicates the original or first abatement date in the first version of the abatement plan. It may be filled in manually.

- **Current Plan Date:** This field indicates the date the action planned to correct the condition will be corrected, according to the most recent update of the abatement plan. It may be filled in manually, and is also filled in when an abatement plan is completed in the Abatement Plan (Parts II + III) screen.

- **Correction Date:** This field indicates the date the condition is corrected. It may be checked manually. It is checked automatically when the Part III record is marked "completed", and also when the associated work item is accomplished.

3.2.4 Condition, Parts II and III (Abatement Plan)

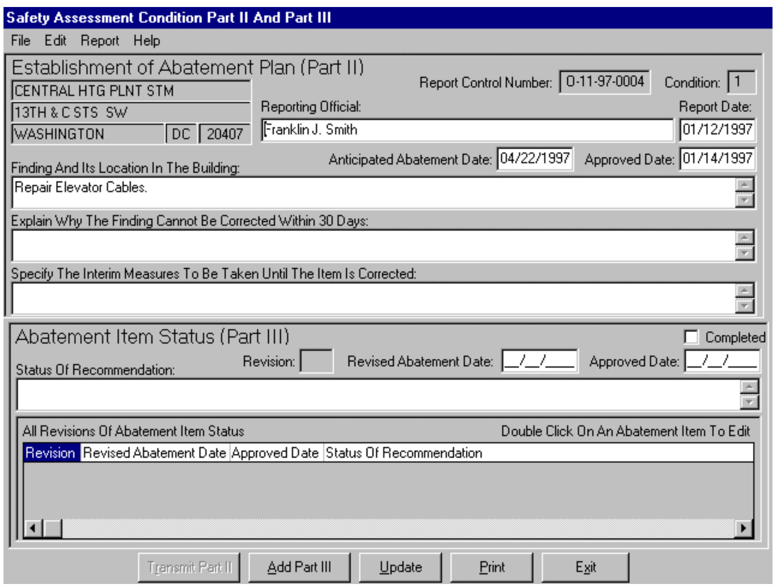
The abatement plan for a condition is recorded using the Abatement Plan (Parts II + III) screen, as shown in Exhibit 3-3, Abatement Plan (Parts II + III) Screen. This screen is accessed by clicking the **Part II + III** button on the Condition Information screen.

Clicking this button displays the abatement plan information for the currently displayed condition. The Abatement Plan (Parts II + III) screen is not accessible until a condition is displayed.

The following tasks can be accomplished in this screen:

- View or create an abatement plan.
- Record the completion of an abatement action.
- Revise an abatement plan.

EXHIBIT 3-3
Abatement Plan (Parts II + III) Screen



The Abatement Plan (Parts II + III) screen is divided into three sections. The top section contains identifying information and information on the abatement plan (Part II). The second section displays the status of revisions to the abatement plan (Part III). The third section contains task buttons. These sections are further described below.

The **top section** displays identifying information about the condition, including the building information, the control number, and the condition number. It includes a field for entering the name of the official reporting on the abatement plan, and the plan date. These fields may be updated by the user. It also records the abatement plan for the condition (Part II). Fields include:

- Condition number
- Anticipated abatement date
- Approved date
- Finding and its location in the building
- Reason why the condition cannot be corrected within 30 days
- Interim measures.

All of these fields can be updated by users except the condition number. The anticipated abatement date is transferred to the main Condition Information screen, Current Plan Date field. The approval date is filled in manually when the abatement plan is approved.

The **third section** records the updates to the abatement plan for the condition (Part III). Multiple revisions can be entered. Fields include:

- Revision number
- Revised abatement date
- Approved date

- Recommendation text.

All these fields can be updated except the revision number. The most recently entered proposed abatement date from Parts II and III is transferred to the main Condition Information screen, Proposed Abatement Date field, and Current Plan Date field.

In addition to the fields for each revised abatement plan, the third section includes a Corrected checkbox. Use this box to record that the condition has been corrected. If this box is checked, the status of the condition becomes Closed and the correction date is filled from the Revised Abatement Date field.

You can enter as many Abatement Plan revisions as you need; the most recently recorded revision will be displayed first.

The **third section** contains task buttons, enabling you to:

- Transmit Part II (used when entering data on an abatement plan for the first time).

- Add Part III (an abatement plan status or revision).

- Update the abatement plan (record the new information permanently in IRIS).

- Print the abatement plan.

- Exit to the main Condition Information screen.

3.3 BUILDING SURVEY SCHEDULE

The Building Survey Schedule screen, shown in Exhibit 3-4, displays information about the surveys scheduled for a building and its workplaces. It also displays safety-related lessor certifications for leased buildings, lease expiration dates when applicable, and additional information on square footage. To enter the Building Survey Schedule screen, click the **Building Survey Schedule** button on the Safety Assessment System menu. The following tasks can be accomplished in this screen:

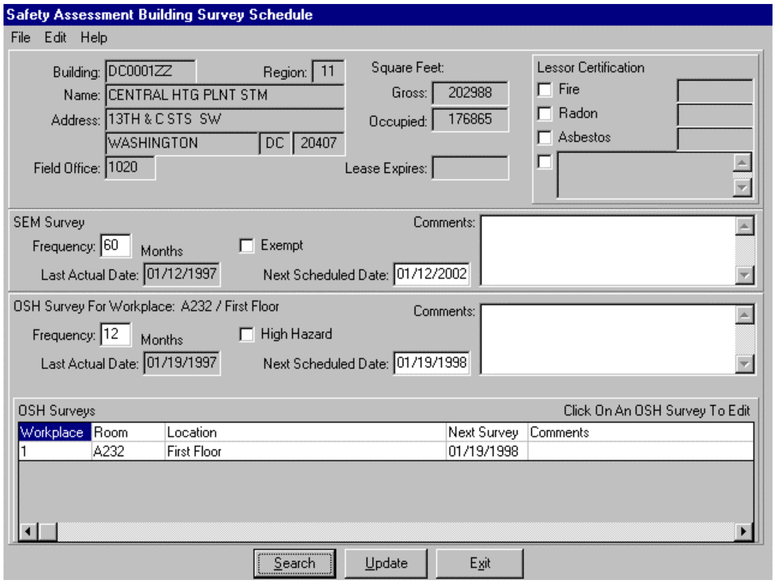
- View the dates of scheduled surveys for a building and its workspaces, including the dates of the last actual surveys.
- Set the survey intervals for a building, automatically rescheduling upcoming surveys, if there is a survey recorded to base the new date on.
- Set the SEM exempt status for a building.
- Set the OSH high-risk indicator for a workplace.

Note that this screen cannot be used to initially schedule a survey. Surveys are automatically scheduled based on the date of the previous actual survey, the survey interval, and building or workplace status. The dates of scheduled surveys can be changed using this screen.

To view or update a building's survey schedule information, click the **Search** button and follow the directions in Section 5.5, Searching for a Building, to select the building of choice. The survey schedule for that building will appear.

To exit the Building Survey Schedule screen, click **Exit**.

EXHIBIT 3-4
Building Survey Schedule Screen



3.3.1 The Building Survey Schedule Screen

The Building Survey Schedule screen is divided into five sections. The **top section** displays general building information relevant to surveys, once a building has been selected. For all applicable buildings, the data includes building identifying information and square footage. For leased buildings, safety-related lessor certifications and their dates as well as the lease expiration date is displayed. For buildings with multiple leases, users can view all lease dates.

Lessor certifications and lease expiration date are displayed for the selected lease. Lessor certifications cannot be updated here. Use the Building Profile inquiry to update lessor certifications.

The **second** and **third sections** display information on the most recent and upcoming S&EM and OSH surveys, as well as the survey frequencies. OSH survey data is displayed for the workplace that is highlighted in the fourth section. This information can be updated here, except for the date of the last actual survey.

The **fourth section** displays a list of workspaces, along with summary information. Click one of the workspaces to display and edit its information in the third section of the screen.

The **fifth section** consists of task buttons allowing you to:

- Search for the building whose survey schedule you want to display.
- Update the survey information permanently in the IRIS database.
- Exit the Building Survey Schedule screen.

3.3.2 Viewing and Updating Building Survey Schedule Information

Building survey schedule information can be changed in the Building Survey Schedule screen once the appropriate building has been selected and the survey schedule information displayed.

S&EM Surveys

S&EM surveys are conducted on an entire building; thus only one S&EM survey can be scheduled at any one time, and there is only one most recent actual survey. The information displayed for the S&EM survey includes:

- Date of the most recent survey
- Survey interval
- Indicator showing whether the building is exempt from the next survey cycle
- Date of the next scheduled survey
- Comments.

You can update all this information except the date of the most recent survey. The scheduled survey date can be changed if necessary; for example, to accommodate holidays.

The exempt status of a building can be changed by clicking in the Exempt field. A building may be exempted from the next survey cycle. If a building is exempted, the next survey date is changed to reflect the exemption; that is, the survey date is changed to allow an additional 60-month interval (or whatever the survey interval has been changed to; see below) after the last survey.

The length of the additional interval is linked to the survey interval; if the survey interval for the building is something other than 60 months, that interval is used when computing the next survey date. Similarly, if an exempt building is made non-exempt, the next survey date is recalculated to reflect this change.

The survey interval can be changed by typing a new interval in the field. If this interval is changed, the next scheduled S&EM survey is rescheduled in accordance with the change. A space is provided for comments regarding the S&EM survey and its schedule. Use this space to record the reason for any change in schedule, or the reason for exempting the building from the next survey cycle.

OSH Surveys

OSH surveys are conducted for each workplace. Thus, there is a record for every workplace defined for the building. Summary information on workplaces is displayed near the bottom of the screen. You can edit the survey information for any workplace by clicking on its entry. The information displayed for the selected workplace includes:

- Room and location description of the workplace
- Date of the most recent survey
- Survey interval
- Indicator showing whether the workplace has OSH high hazard status
- Date of the next scheduled survey
- Comments.

Of this information, the workplace identification data and the date of the most recent survey cannot be changed. You can update anything else. To change an item of information, move the cursor to the appropriate field and type the new information or click in the indicator box. Note that changing the information for one workplace in a building does not affect the information for other OSH workplace surveys in the same building.

Changing the high hazard status of a workplace changes the survey interval to match the defaults. High hazard workplaces default to an interval of 6 months while other workplaces default to an interval of 12 months. To change the high hazard status of a workplace, click in the high hazard indicator box.

Changing the survey interval changes the date of the next scheduled survey to match the new interval. The survey interval can be changed directly by typing a new interval into the survey interval field, or by changing the high hazard status of the workplace.

Change the date of the next scheduled survey directly by typing a new date into the field. This does not affect the survey interval. Use the comment field to indicate why a scheduled survey date was manually changed.

3.4 WORKPLACE MAINTENANCE

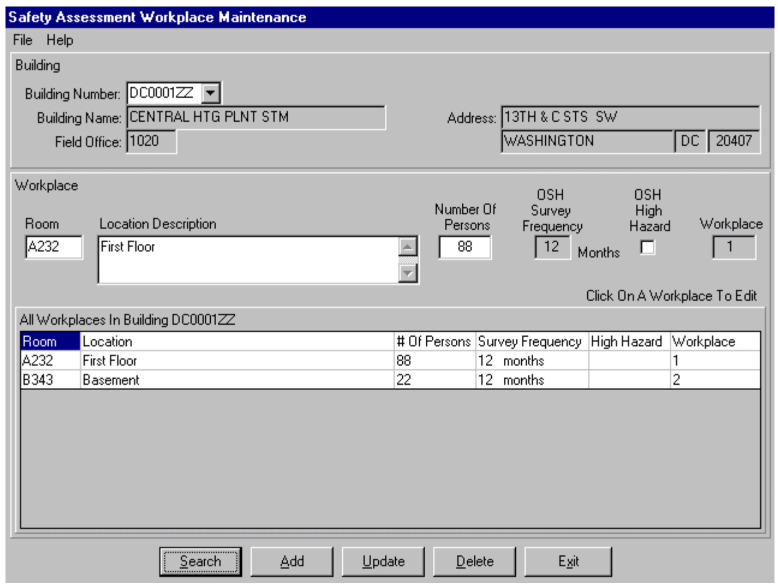
Workplaces are defined so that OSH surveys can be conducted on them separately, as the level of hazard may be different for different workplaces in the same building. The Workplace Maintenance screen contains information about the workplaces defined for a building, as shown in Exhibit 3-5, Workplace Maintenance Screen. Note that only users with Administrator access rights can see the Workplace Maintenance screen.

To enter the Workplace Maintenance screen, click the **Workplace** button in the **Maintenance** section of the Safety

Assessment System menu. The following tasks can be accomplished in this screen:

- View existing workplaces defined for a building, and update their description and status information (number of persons, high-hazard status, and default survey interval).
- Define new workplaces for a building.
- Delete workplaces.

EXHIBIT 3-5
Workplace Maintenance Screen



To view or update a building's workplaces, use the Building Number pulldown list to specify a building, then click **Search** to display any existing workplaces.

To exit the Workplace Maintenance screen, click on the **Exit** button.

3.4.1 The Workplace Maintenance Screen

The Workplace Maintenance screen is divided into four sections. The **top section** allows you to select a building and displays identifying information about the selected building.

The **second section** allows you to edit workplace information on the selected workplace or on a workplace being added. Information for each workplace includes:

- Workplace identification number
- Workplace room number
- Description of the workplace
- Number of persons working in the workplace
- Frequency of scheduled OSH surveys of the workplace
- Indicator for high hazard workplaces.

The **third section** displays the workplaces defined for the building. To edit one of the workplaces, double-click on its line in this section.

The **fourth section** includes buttons allowing users to search for the workplaces in the specified building, exit the screen, and carry out workplace operations.

3.4.2 Adding a Workplace

To add a new workplace to a building, use the Building Number pick list to display the building of interest. Click the downward pointing arrow next to the Building Number field, scroll to the building and click on it. The building's identifying information and workplaces will be displayed.

- Click **Add**, and fill in the workplace identification information in the center of the screen.

- If the workspace qualifies as an OSH high hazard workplace, click the **OSH High Hazard** indicator box. This will change the survey interval to 6 months. Similarly, if the high hazard indicator is removed, the survey interval is changed to 12 months. ***You can change the high hazard status of a new workplace, but once you create a survey for this workplace, the status can no longer be changed on this screen. You must change the status on the Building Survey Schedule screen in order to reschedule the next survey.***

- Click **Transmit** to record the new workplace permanently in the database, or click **Cancel** to abandon the operation.

3.4.3 Updating Workplace Information

The workplace room number, description, and number of persons can be updated here. Use the Building Survey Schedule screen, described in Section 3.3, to change high-hazard status and survey interval.

- Click the workplace line in the lower part of the screen to display that workplace's information in the middle of the screen.

- Change the information you want to change.

- Click **Update** to record your changes permanently.

3.4.4 Deleting a Workplace

There should be little need to delete a workplace except in the case of a data entry error. If any surveys are recorded for a workplace, the workplace cannot be deleted. To delete a workplace:

- Click the workplace line in the lower part of the screen.
- Click **Delete**.
- Click **OK** to confirm your deletion.

4.0 SAFETY ASSESSMENT SYSTEM INQUIRIES AND REPORTS

Reports and inquiries allow users to view summary and detailed information on buildings, surveys, survey schedule, completed surveys, conditions, conditions without abatement plans or whose abatements are overdue, and workplaces. All reports and inquiry results can be viewed on the screen or printed. Printed versions of the reports are laid out differently in some cases than the screens. Print preview allows users to preview the appearance of the printed report on the screen.

A few condition inquiries allow the user to move from the inquiry screen to view detailed information on the conditions matching the inquiry.

Safety Assessment System inquiries and reports are available from the Safety Assessment System Main menu, shown in Exhibit 2-1. To access any report or inquiry, click on the button for that report.

This chapter briefly describes the reports available and discusses how to select data for reports, how to print reports, and how to display inquiries.

4.1 AVAILABLE REPORTS AND INQUIRIES

For all Safety Assessment System reports and inquiries, the data may be viewed on the screen or printed as a report. For many reports, the set of information displayed in the printed report differs slightly from the set of information displayed in the report screen. In some cases information is added, in other cases information is dropped.

Many reports and inquiries allow you to apply filters and criteria to limit the data displayed. If you try a set of criteria and it yields either no data or data that isn't useful, click **Clear** and enter a new set of criteria.

To be sure of the information you are getting, preview the report on the screen, using the **Preview** button, before printing. The following reports and inquiries are available:

Building Profile - This inquiry displays basic information about a building, including building address, capacity, occupancy profile, fire safety status, number of existing conditions at different Risk Analysis Code (RAC) levels, and lease information for leased buildings. You can select a number of buildings to view by specifying a range of building numbers, a field office, and a region. Information is displayed separately for each building.

This is the only inquiry screen that also allows data entry. You can update lessor certification information, as well as building safety information. This is the only screen that allows you to update lessor certification information.

Buildings by Open Conditions - This report lists all buildings, grouped by field office and ordered by the number of open conditions in each building. You can click on a listed building to see the RAC condition summary for that building, or double-click on a building to see complete information on the conditions for that building. There are no selection criteria for this report.

Building Summary by BRC - This report summarizes the buildings in each field office according to the building Building Risk Code (BRC), that is, by the highest level of risk reported for the building. Information for each field office includes the number of buildings at each BRC, the number of conditions whose abatement plans are on schedule, and the number of conditions whose abatement plans are off schedule. Users can view all buildings, leased buildings, government buildings, or owned buildings. Users can obtain screen prints of the information.

Conditions - This inquiry allows you to view summary information on all conditions meeting a series of criteria. Criteria that you can specify include: building number, control number, region, responsible office, condition status, RAC, and a range of abatement plan completion dates. Multiple conditions may be applied simultaneously. Double-click a listed condition to view complete condition information.

Summary of Conditions by Category - This report summarizes the number of conditions falling into each of the A-Z condition categories. The totals are reported by field office and RAC. You can select the conditions according to building type, status, and/or scope, or view all conditions.

Scheduled Conditions Summary - This report displays the total number of conditions according to the schedule. Totals by RAC of conditions that are unscheduled, overdue, and due for correction during certain time periods are displayed. You can specify the region, scope and/or building type of the conditions to view, or view all conditions.

Overdue Conditions - This report displays a list of overdue conditions. You can double-click any condition to view detailed information on it. You can limit the conditions displayed by region, scope, RAC, and/or building type, or view all overdue conditions.

Conditions without Abatement Plan - This report displays a list of conditions that have no abatement plan information. You can double-click any condition to view detailed information on it. You can limit the conditions displayed by region, scope, RAC, and/or building type, or view all conditions lacking abatement plans.

Scheduled Surveys by Building - This report displays the surveys scheduled for a single building. Use a building number pulldown to specify the building. Information displayed includes the building identification and safety information, and summary information on the previous and next scheduled S&EM and OSH surveys for the building and all workplaces in the building. This screen is similar to the Building Survey Schedule data entry screen.

Survey/Condition Detail - This inquiry allows you to view detailed information on all surveys and associated conditions meeting a series of criteria. Criteria that you can specify include: building number, control number, region, responsible office, condition status, RAC, and a range of abatement plan completion dates. Multiple conditions may be applied simultaneously. The information is displayed for one condition at a time, combining summary information on the condition and the survey with which the condition is associated.

Schedule Surveys by Month - This report displays the number of S&EM and OSH surveys scheduled during each month of a fiscal year. You must specify a fiscal year. You may specify survey type. The data displayed is the total number of surveys scheduled by each field office during each month of the fiscal year you specified.

Scheduled Survey List - This inquiry lists all scheduled S&EM and OSH surveys meeting a series of criteria. Criteria you can specify include: region, building type, fiscal year, field office, survey type, and a range of building numbers. Information displayed for each survey includes: building number, name, city, state and field office; workplace (0 is listed for SEM surveys); survey type; dates of the last and next surveys; and survey classification.

Accomplished Survey List - This inquiry lists all completed surveys meeting a series of criteria. Criteria you can specify are the same as for the Scheduled Survey List. Information displayed for each survey includes: building number, name, city, state and field office; workplace (0 is listed for SEM surveys); survey type; survey date; date the survey was entered; and the survey classification.

Cumulative Number of Surveys - This inquiry displays the cumulative number of surveys scheduled and accomplished in a given fiscal year and month, organized by field office. If you enter a month, the information applies to that month. If you leave the month blank, the information applies to the fiscal year to date.

4.2 SELECTING DATA FOR A REPORT

Many reports in the Safety Assessment System function as inquiries allowing users to specify criteria for data displayed. For these reports, specify criteria and then click **Search**. A few inquiries have default conditions set or are designed to summarize information for all buildings, surveys, or conditions. In most cases, users must specify criteria before any information is displayed. To see data for all buildings, surveys, or conditions, click **Search** without entering selection criteria.

When an inquiry allows specification of more than one criterion, some combinations of criteria yield no data. For example, there may be no buildings in a given region for a given responsible office. To reset the criteria, click on **Clear**. This removes all criteria previously applied and allows you to specify a fresh combination that may yield qualifying information.

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5.0 COMMON SAFETY ASSESSMENT SYSTEM TASKS

This chapter describes how to accomplish some of the common tasks undertaken in the Safety Assessment System, such as searching for a building, creating a survey, entering a new condition, and viewing a building's safety status. The instructions here supplement the information in the rest of this manual.

5.1 CREATING A SURVEY

To enter data about a survey that has been accomplished, open the Survey Information screen, and click **Add**. Do not start by typing in the blank survey screen that appears without first clicking **Add**. Follow these steps:

- Open the Survey Information screen.
- Click the **Add** button.
- Use the Building Search screen (as described in Section 5.5) to select the building of interest.
- Fill in the survey information fields for the new survey.
- Click **Transmit** to record the new survey permanently.

5.2 SCHEDULING A SURVEY

Surveys are automatically scheduled by IRIS. Do not attempt to create a survey record with a future survey date in order to schedule the next survey. Doing so will create a false survey record.

To schedule a survey, create and enter data on the latest survey for the building or workplace. The next survey will automatically be scheduled, based on the date of the current survey and the survey interval.

Once any survey has been created for a building, the Building Survey Schedule for that building can be viewed. If necessary, the scheduled dates for OSH and S&EM surveys can be altered in the Building Survey Schedule screen.

5.3 ENTERING THE FIRST CONDITION FOR A SURVEY

When there are no conditions for a survey, you must explicitly add the first condition. Do not just type into the blank Condition Information screen that appears. To record the first condition for a survey, EITHER:

- Go to the Survey Information screen.
- Click **Search** to select the building and survey of interest.
- Click **Conditions**. A message will appear to the effect that no conditions exist for the survey. The Condition Information screen will appear.
- Click **Add**.
- Fill in the fields in the Condition Information screen.
- Click **Transmit** to record the new condition permanently.

OR:

- Go to the Condition Information screen.
- Click **Search** to select the building and survey of interest.
- A message will appear to the effect that no conditions exist for the survey.
- Click **Add**.
- Fill in the fields in the Condition Information screen.
- Click **Transmit** to record the new condition permanently.

To add the second and later conditions to a survey, navigate to the survey of interest as described above, click Conditions and click Add. This will display a new blank Condition Information screen. Fill in the fields for the new condition.

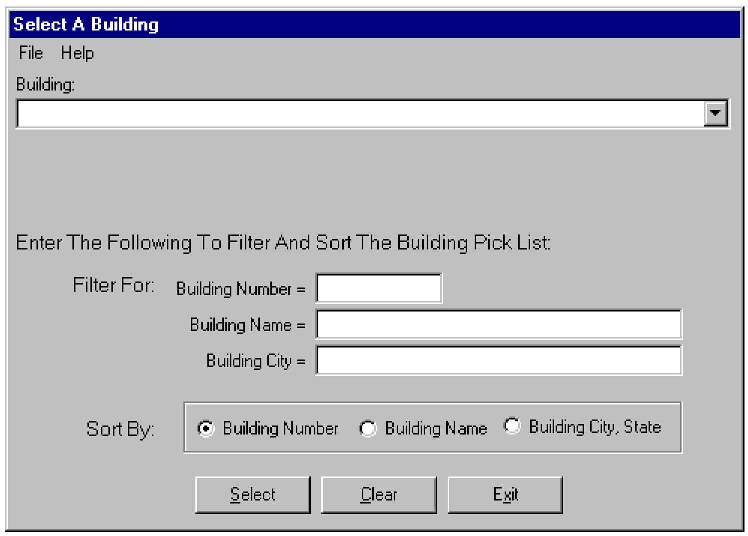
5.4 VIEWING BUILDING SAFETY STATUS

To understand the full picture for a building, it is advisable to view all building surveys, conditions, and abatement plans. There is a quick way to assess overall building status: view the Building Survey Schedule and the Building Profile for the building. The Building Profile inquiry displays complete building identification, occupancy and leasing information, FSES ratings, and a summary of the number of conditions at each RAC level. The Building Survey Schedule displays the dates of the previous and upcoming S&EM and OSH surveys, comments on the surveys, the survey intervals, and the exempt and hazard status for the building and its workplaces. Together, these provide a quick summary of the building's safety status.

5.5 SEARCHING FOR A BUILDING

Several options in the Work Item System and the Safety Assessment System require you to select a single building. Whether you are searching for a building to create or view work items for it, to record or view a survey of it, to view or update the safety status for the building, or to view conditions for the building, the process of selecting a single building is essentially similar. A sample Building Search screen is shown in Exhibit 5-1.

EXHIBIT 5-1
Building Search Screen



If you know the exact building number of the building you want, **type the building number into the *TOPMOST* field** on the screen, *NOT* the **Building Number** field in the "Filter For:" section of the screen, then click **Search**.

If you do not know the building number, you must select a building by clicking on the pulldown list at the top of the screen, then scrolling until the building you want appears. Because the complete list of buildings is so large, ***it can be a long while before the building list appears.***

To select a building, first **narrow down the search** if possible by specifying a building name, building number, and/or building city and state. The more specific you make your criteria, the quicker it is to create the building selection list.

First, fill out any of the three "Filter For:" fields in the middle of the screen. These fields work as a partial match; in other words, you can supply part of the building name or building city and the list will include anything that matches. For example, if you type "lex" into the building city field, all buildings in Alexandria will be included.

Then, if desired, **specify the order** in which the qualifying buildings are displayed. If you do not specify otherwise, buildings are displayed sorted by building number.

Next, **click the pull-down arrow** on the topmost field to display buildings to select from. Scroll until the building of interest appears.

Once the building you want is displayed, click **Select** to select the building (and survey or workplace, if applicable) you have specified. You will then return to the screen you came from with data relevant to the building displayed.

If you are working with surveys or conditions, an additional field will allow you to specify the survey control number. You cannot select a survey until you specify a building. Similarly, if you are working with workplaces, you cannot select a workplace until you have selected the building.

Click **Clear** to clear any search conditions you have entered. This is useful if you have specified criteria that do not match any buildings. Click **Exit** to return to the previous screen without selecting a building.